

Fire/EMS Advisory Committee Meeting Minutes

June 4, 2018

Fire Department Training Room

The meeting opened at 5:45 p.m. Members present:

Debra Amorelli
Acting Chief Mike Marchand
Doug Cook
Zachary Ward

After the Committee reviewed and approved the May 15, 2018 Meeting minutes, the Committee needed to appoint a new chairperson and vice chairperson for the year, as the new term started June 1st. A motion was made and seconded to appoint Debra Amorelli as Chair. The vote was unanimous. Then a motion was made and seconded to appoint Doug Cook as Vice Chair of the committee. The vote was unanimous.

The Committee then had a discussion about selecting a representative to sit on the Fire Chief Search Committee.

The Committee felt Debra Amorelli should apply to serve as a citizen representative, so the Committee discussed the other 3 members to determine who would be appointed to the Committee.

Acting Chief Marchand said he had an individual meeting with the consulting firm, so he did not feel it was necessary for him to serve on the search committee. He also believed in his role as Acting Chief, he did not think it was appropriate.

Through discussion it was determined that Doug Cook could serve, but his work schedule may not allow him to attend the search committee meetings. Zach Ward has the time to attend the meetings, so he was willing to be appointed. The Committee expressed interest in Acting Chief Marchand be its representative on the search committee because it felt he was the most qualified person to make a meaningful contribution to the process of finding a new Fire Chief. After extensive discussion, a motion was made and seconded to recommend Acting Chief Mike Marchand be its primary selection to serve on the Search Committee. Further, a motion was made and seconded to recommend Zach Ward be its alternate selection to serve on the Search Committee. The vote was unanimous. There were 2 reasons for selecting a primary and alternate member to serve on the Committee:

1. The Committee was unsure as to whether Acting Chief Marchand was eligible to serve on the Search Committee, given his position in the department. Debra Amorelli said she would consult with the Town Manager to determine if Acting Chief Marchand could serve on the search committee.
2. Acting Chief Marchand was reluctant to be appointed, though he agreed to serve if that was the Committee's decision and he was allowed to serve.

Next the Committee discussed new business. Acting Chief Marchand told the Committee he believes an Education Incentive Program (EIP) is critically important the success of the department, perhaps more important than recruitment/retention. There are issues around cost, department policy and liability that make instituting an EIP challenging. However the Committee decided to research other towns to determine what types of programs might benefit Upton and bring them to the next meeting.

The Committee discussed the progress of the Recruitment/Retention Subcommittee, which was formed at its last meeting and is chaired by Doug Cook. The Committee discussed ideas for communicating FD openings throughout the community, as it is most desirable to have call staff live in the area so they can respond quickly to calls. Doug told the Committee the first subcommittee meeting will be held on June 20th. Doug will update the Committee at its next meeting.

Acting Chief Marchand told the Committee that officers will be receiving some media training from the organization that provided training to the police department. And the department has instituted a new policy for covering shifts.

The Committee decided its next meeting will be on Wednesday, June 27th at 7 p.m. at the Fire Station. The Committee hopes that by posting meeting dates earlier, it will allow members of the FD to attend meetings and contribute to the discussion.

A motion was made and seconded to adjourn the meeting at 6:50 p.m.

Submitted by Debbie Amorelli, Chair